

Promethean Training

Module 3

Section 1: Understanding Layers

The pages of a Flipchart consist of layers. They are like transparent sheets which contain only certain types of objects unless you move objects from one layer to another.

Top Layer

Contains all annotations (pen, highlighter, and eraser) objects. These objects will display on top of any other object placed on the 2 layers below.

Middle Layer

Contains the following object types:

- Image
- Line
- Shape
- Text

Anything written and converted to text with the **Hand Recognition Tool** will be placed on the middle layer also.

Bottom Layer

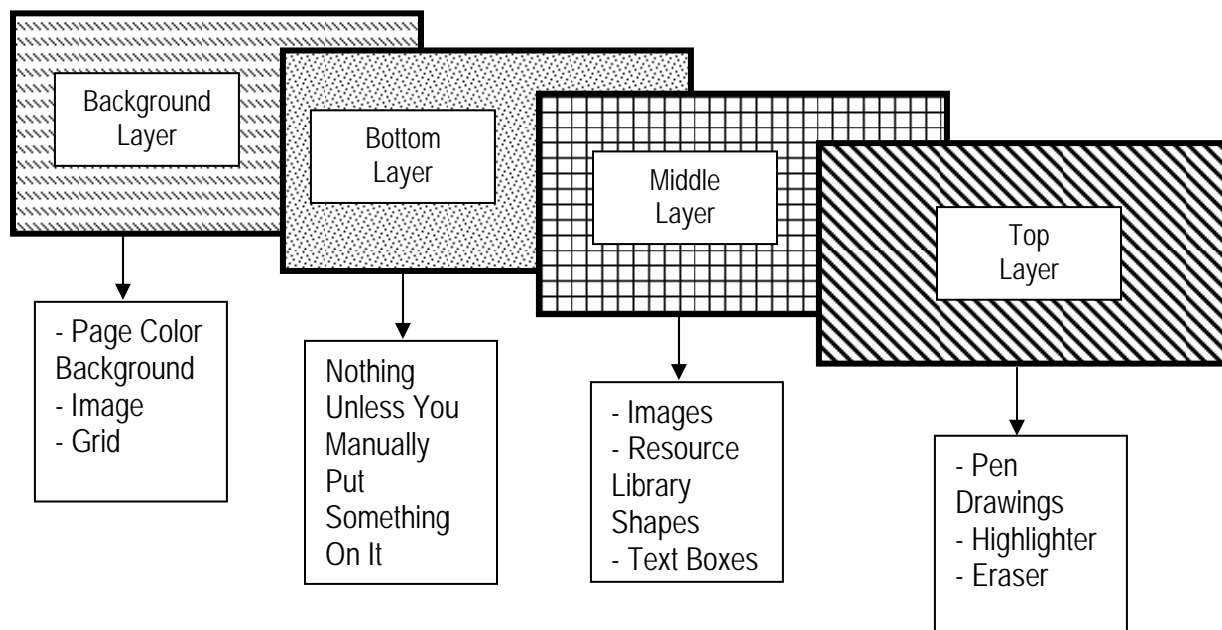
Initially empty until you physically place something on it.

Background Layer

The background layer consists of 3 elements:

- Background page color
- Background image
- Grid

If the background image is smaller than the page size, the image will be automatically tiled to fill the page.

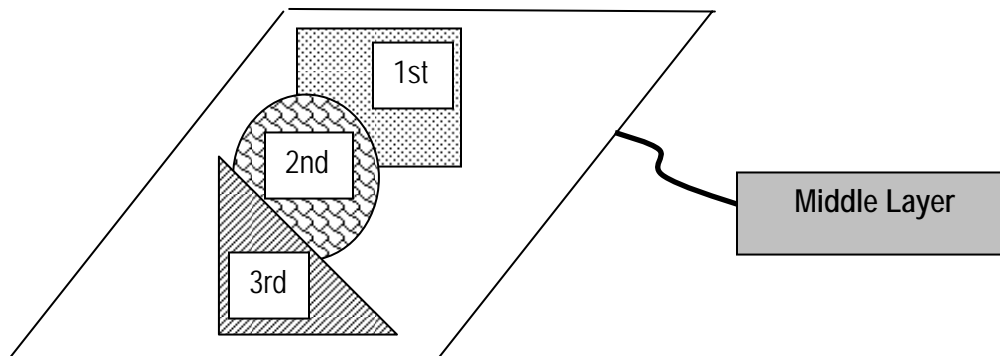


Section 2: Object Stacking Order

Objects are added to the appropriate layer in the order that they are added with the most recent on the top.

Example

Shapes reside on the middle layer. So any shape you place on the Flipchart page will automatically be placed on the middle layer.

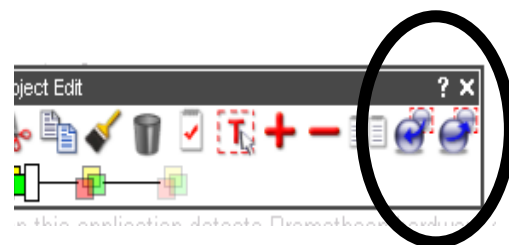
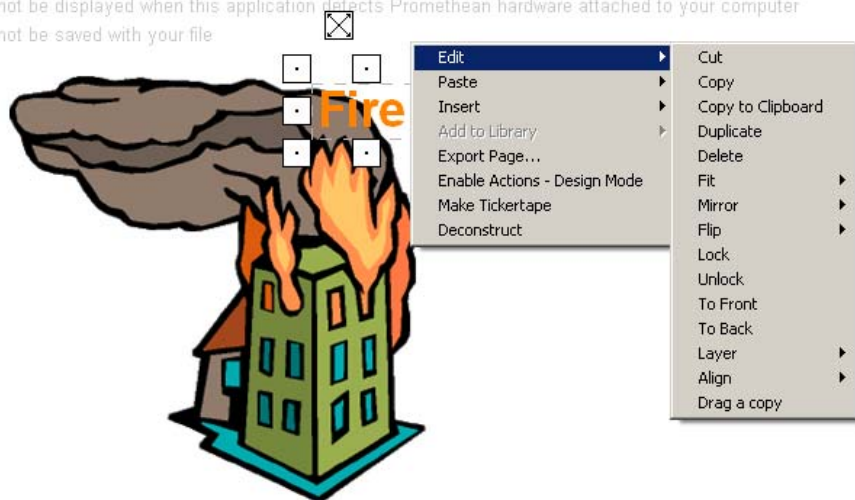


Changing the Order WITHIN a Layer

In the sample below, the textbox is in FRONT of the image. This means that the textbox was added AFTER the image was placed on the page. If you want the textbox BEHIND the image, you will have to change the order. The order will be changed within this layer and not between layers. To change the order of objects WITHIN a layer, right click one of the objects and this will bring up the **Quick Select Toolbox**. Go to **Edit** then you will select **To Front** or **To Back**, depending on the position desired for the selected object. **Note:** You can also use the **Object Edit Toolbox** icons.

Fire not detected

not be displayed when this application detects Promethean hardware attached to your computer
not be saved with your file

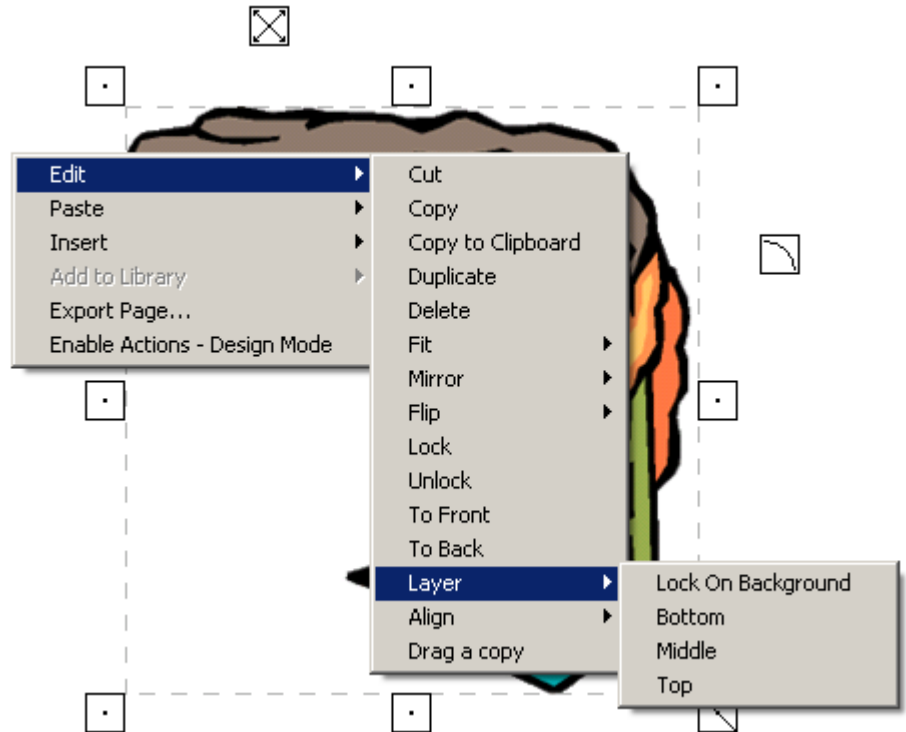


Section 3: Changing and Clearing Layers

Changing the Layer of an Object

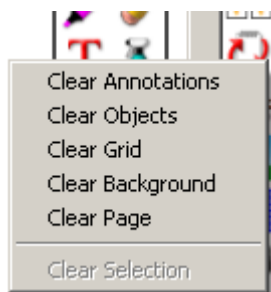
Right click on the object and the **Quick Select Toolbox** will appear. Left click on the **M** to activate the drop-down menu. **Edit > Layer > Bottom, Middle, or Top.**

You have the option to move objects to any of the 4 layers.



Clearing a Layer

The **Clear Tool** allows you to clear items layer by layer. You will just have to know what is on each layer. If you accidentally clear something, you can use the **Undo** to restore.



Section 4: The Eraser Tool in Layers

The Eraser Tool does not physically remove the annotation or the object placed on the Top Layer. It adds a transparent layer on top of any object on the Top layer, which allows the objects on the Middle, Bottom or Background Layer to show through. The Eraser object can be selected with the Marquee Select tool and moved like any other object—allowing for creative ways to discover or reveal items on your Flipchart.

Example:

- From the Resource Library, add a sleeping boy to your page and then add a house. (The house will be on top of the boy because of the order that you added them to the page.) Images always reside on the Middle Layer until you change the layer.
- Move the house to the Top Layer.
- Move and resize the house so that it totally covers the sleeping boy.
- Choose the Eraser Tool and erase the house. You will see it will be erased while the sleeping boy remains.



Section 5: Locking and Unlocking Objects

VERY IMPORTANT: In the Design Mode, the default is to allow locked objects to move. Go to the Main Menu > Studio Settings > Design Mode to review the default settings.

To lock an image to make it immovable in the PRESENTATION MODE, look at the image of the drop-down box in Section 2 above. You find the lock option in the **Quick Select Toolbox**. **Edit > Lock/Unlock**.

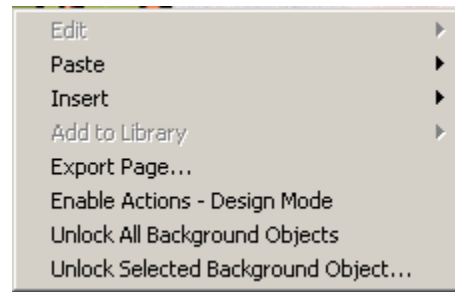
To Lock Image to the Background:

Quick Select Toolbox > Edit > Layer > Lock on Background

Once items are locked on the background, you will not be able to select, edit, or view the properties for the object. Multiple objects can be locked to the background at once but selecting all of them then go through Lock on Background steps above.

To Unlock the Items on the Background:

First, at least one object has to be locked on the background. If not, you won't get the option to unlock. To unlock, Right click on page, from **Quick Select Toolbox, Main Menu > Unlock All Background Objects**.



Section 6: ActivStudio with Other Applications

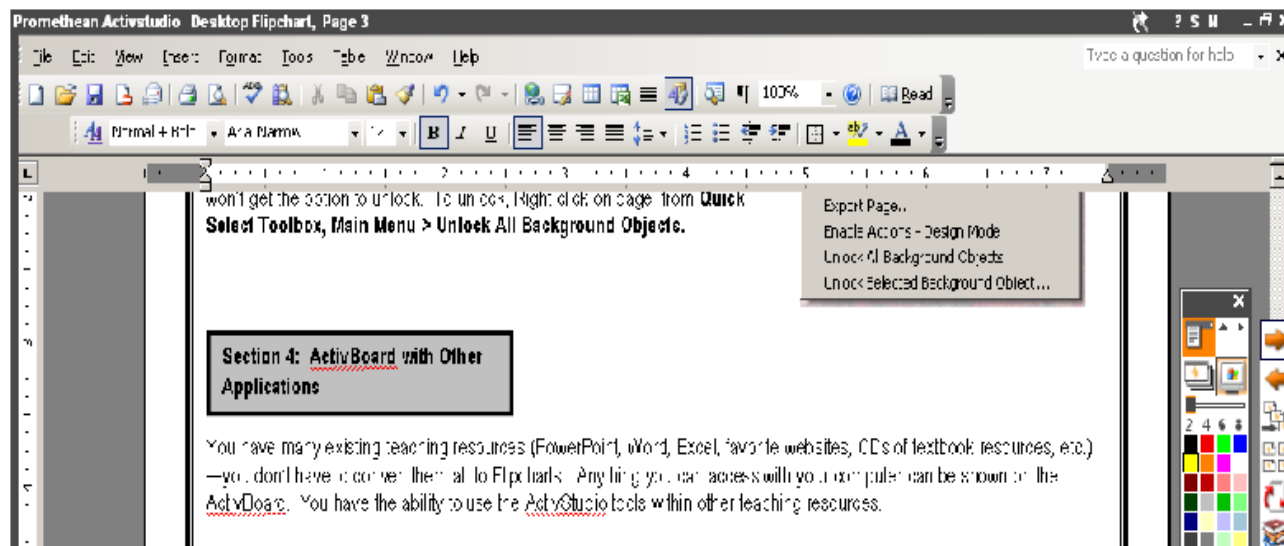
You have many existing teaching resources (PowerPoint, Word, Excel, favorite websites, CDs of textbook resources, etc.) —you don't have to convert them all to Flipcharts. Anything you can access with your computer can be shown on the ActivBoard. You have the ability to use the ActivStudio tools within other teaching resources.

When you activate the **Annotate over Desktop** button, two different functions may occur depending on your Studio Settings.

THERE ARE 2 TYPES OF DESKTOP FLIPCHARTS:

1. **Page Background** is a live desktop. With this setting, a transparent layer is placed over the desktop. You can use all of ActivStudio's tools in this mode. The Marquee Select Tool interacts with your desktop through the transparent layer. When saving the Desktop Flipchart in this mode, only the annotations will be saved but NOT the Desktop. This is the default setting for WIN 2000/XP, and later versions.

You will see indicators which demonstrate there is a Flipchart on top of the application you are working in. Upper left corner, you will see the name and page of the Flipchart. Upper right corner, more symbols. You will also see a black frame that indicates there is a flipchart page on top of the Desktop.



To add a page to the Flipchart, use the arrow key in the Flipchart Toolstrip. To save the Flipchart, click on the floppy disk icon in the Flipchart Toolstrip.

2. **Page Background** is a photo of the desktop. **TO GET INTO THIS MODE, YOU HAVE TO GO TO Menu > Studio Settings > Desktop Flipchart (on left side of pop-up box) > select "Annotate on a picture of the desktop."** This type of Desktop Flipchart is an inactive image of your desktop. _ActivStudio will take a picture, or screen shot, of whatever is on your desktop. All of ActivStudio's tools can be used on this type of Desktop Flipchart. When you save this Desktop flipchart, the whole Flipchart, including the desktop image, will be saved. **NOTE:** The live desktop will not be visible, so you cannot click on links, etc.

Section 7: User Defined Buttons

You can customize the User Defined Buttons located on your Main Toolbar. The shortcuts would be saved with the particular Flipchart you are working with. You can shortcut to a website, file (such as PowerPoint), etc. From the **Main Toolbox**, expand the width using the second arrow. Once it is expanded, the arrow changes directions.



There are 3 User Defined Buttons.

Customize a User-Defined Button

- Right click on the button
- Choose Program File from the menu
- Click Browse
- Locate the document you wish to use
- Click Open
- The path to the file will be displayed in the dialog box. Click OK.
- The appropriate icon will appear on the **Main Toolbox**. If you linked to an Excel File, the Excel icon will appear.
- To define a website, type the URL in the **Program** line.
- **TO REMOVE A USER-DEFINED BUTTON**, open the Toolstore and drag the button to the Toolstore. It won't be added to the Toolstore but will be removed from the Main Toolbox.
- **TO ADD ADDITIONAL USER-DEFINED BUTTONS**, open Toolstore and you will find the icon in the Power Tools section.

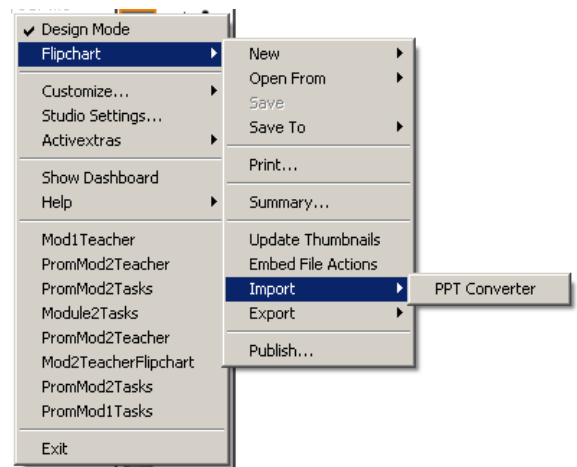
Section 8: Converting PowerPoint to a Flipchart

As you learned in Section 1 of this module, you have the ability to open other applications and use the ActivStudio tools within that application. You also have the option to take an existing PowerPoint file and import it into the Promethean software, thus converting the PowerPoint document into a Flipchart. When you do this:

- Each slide of the PowerPoint will be created as a background on the Flipchart Page
- The slide becomes an image, and you will no longer have the ability to edit the content.
- You will be able to use all the ActivStudio tools on the page.

Conversion Process:

Main Menu > Flipchart > Import > PPT Converter



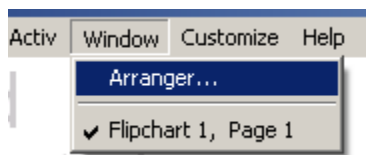
Section 9: Arrange Windows

The "Arrange Windows" feature allows you to copy/paste/drag & drop content from either one flipchart to another or from another application (such as the web) to a flipchart.

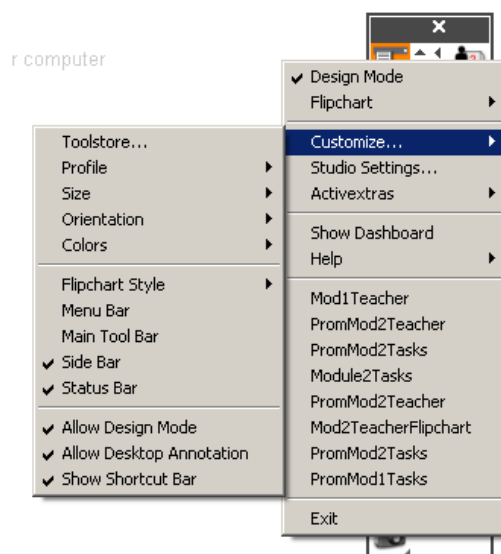
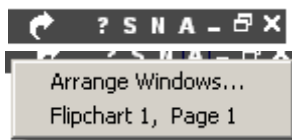
VERY IMPORTANT!

1. In the Design Mode, you access the "Windows Arranger" through the Menu Bar. First the Menu Bar has to be activated. To do this: Main Menu > Customize > then select Menu Bar.

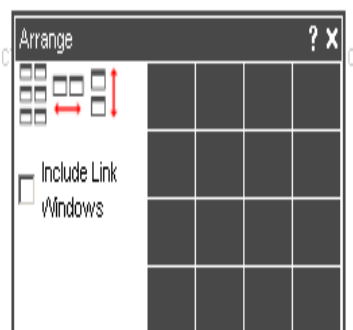
Once the Menu Bar is activated, select Window > Arranger



2. In the Presentation Mode, you will see the "A" in the upper right-hand corner of the screen. Click on the "A" then "Arrange Windows..."



The following window will pop up. This window allows you to determine the size of the flipchart you working on. You are now arranging the viewable documents on your computer screen.



Arranges your open windows so they are tiled on screen. Activstudio will tile your open windows according to how many windows are open at the time and the location of the windows on the screen.



Arranges your windows so they are tiled horizontally across your screen.



Arranges your windows so they are tiled vertically down your screen.



Select the checkbox to include the Link Viewer and Link List, if they are currently open.

The Arrange Windows box allows you to organize your currently open windows. Activstudio will organize the following windows:

- Flipcharts.
- Resource Library, when it is docked.
- Link Windows, when the Include Link Windows checkbox is selected. (covered in Module 4)

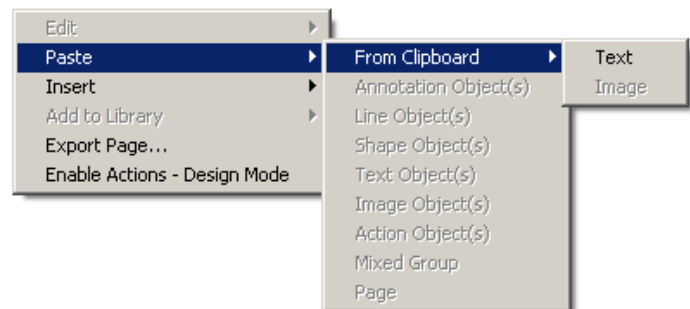
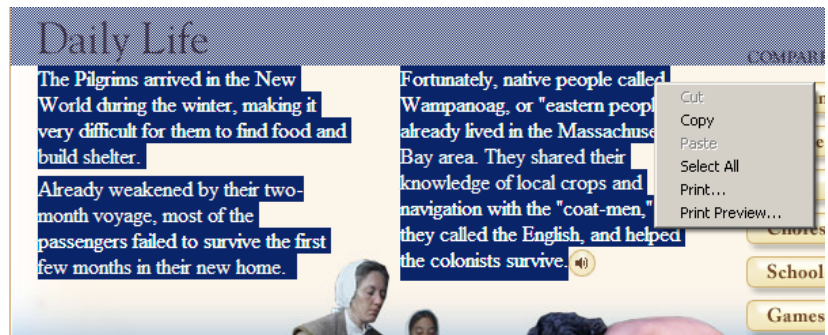
Section 10: Copy and Paste Material into a Flipchart

If you want to bring in the content of digital material and maintain the ability to edit, you may copy the text and images to your Flipchart. Material from the following can be copied and pasted into a Flipchart:

- Word Documents
- Information from Web Pages
- PDF files
- Resources on CD's
- PowerPoint Presentations
- More

Copy and Paste Steps:

1. Open the document from which you want to copy material
2. Use your cursor to select the area to copy – highlight the area
3. Right click after highlighting the desired text
4. Left click on **Copy**
5. Right click on the Flipchart page where you want to place the copied material.
6. The **Quick Select Menu** will appear.
7. Click on the **M** to bring up Menu
8. **Edit > From Clipboard > Text**
9. The text font can be changed using **Object Edit Toolbox** procedures learned in Module 1.

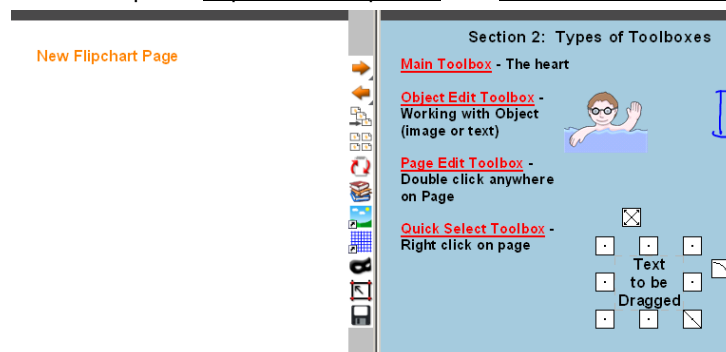


Section 11: Drag and Drop Material into a Flipchart

The same types of documents that can be copied and pasted from also have the drag and drop feature.

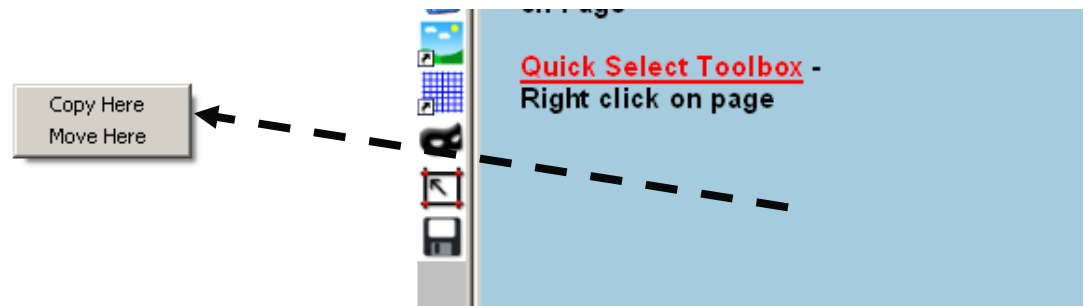
Steps to Drag and Drop

1. Open both document/website where you want to drag material from. This could be from one flipchart to another. Below are 2 screen shot examples: Flipchart to Flipchart and Website or Other Document to Flipchart



Flipchart to Flipchart

- Drag the item to the new Flipchart
- Select either "Copy Here" or "Move Here" If you copy, the text will reappear on the Flipchart in the original location



Website or Other Document to Flipchart

These steps are a little different. You will have to use the Window Arranger for the Flipchart. Then in the other document where you want to drag material, you will have to click on the middle window resize button



in the upper right-hand corner. This enables you to see both documents at the same time. You may have to manually arrange the second window so that you see the material to drag. Then highlight the material to drag and drag to Flipchart.



Section 12: Deconstruct Flipchart Text

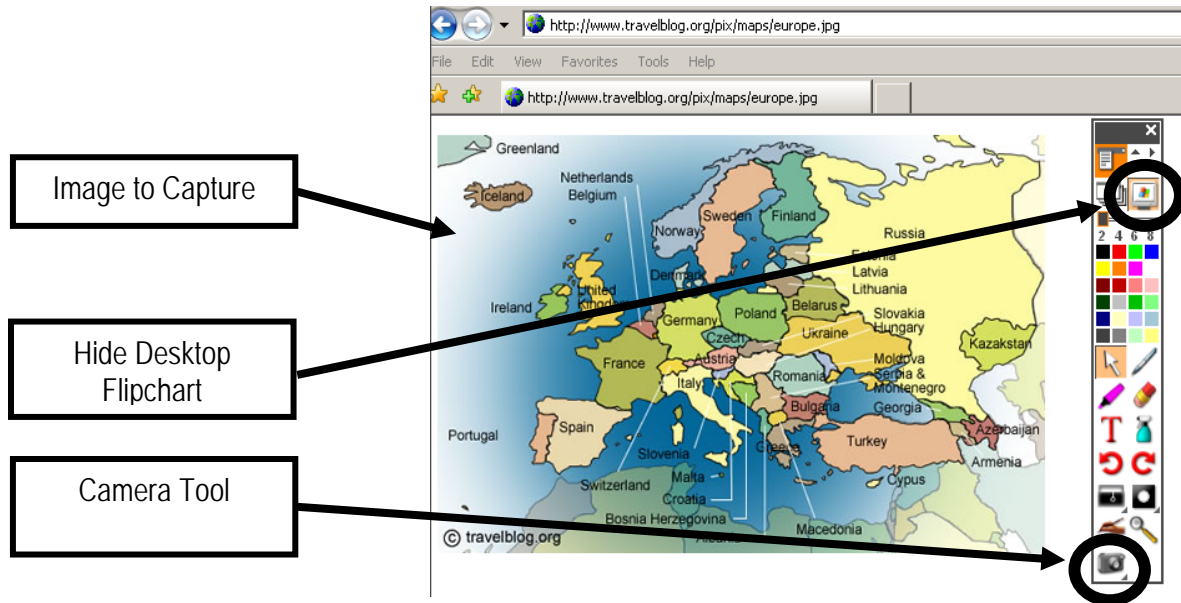
This is a useful tool for several teaching strategies. If you copy and paste or drag and drop text from one location to another, it moves as a total text box. If you want to pull a word out of the text box, right click on the word and the **Quick Select Toolbox** will appear. From the **Menu**, select **Deconstruct**. The word you right clicked on will be duplicated so that you can pull it out. The word can be manipulated in any manner. You can also add the word to the Text category of My Resources. Covered in Module 5.

Section 13: Using the Camera Tool

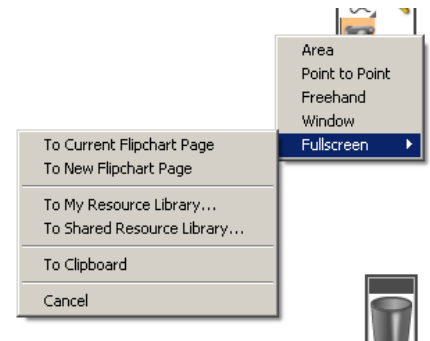
The **Camera Tool** allows you to capture, as an image, anything displayed on your desktop. The photograph becomes an image object you can add to your Flipchart page, Resource Library, or Clipboard, allowing you to manipulate it like any other object.

Steps in Using the Camera Tool:

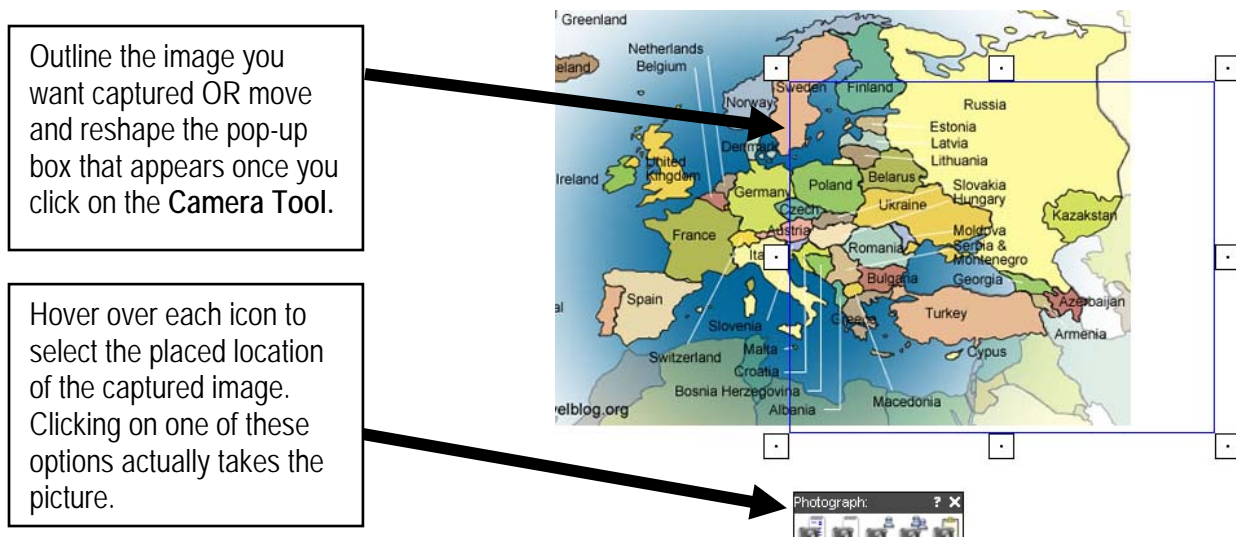
1. Open the document or website with the content you want to take a "picture" of.
2. Open the ActivStudio software.
3. On the Main Toolbox, click on the **Hide the Desktop Flipchart** icon. This allows you to use the ActivStudio tools while working in other applications. (Section 4 above)



4. Click on the **Camera Tool** on the Main Toolbox.
5. Once you click on the **Camera Tool**, you will have several options. You have 4 options of the size of picture you want. Then you have options on where you want the picture to be placed.



6. If you select **Area**, you will have to opportunity to draw a box around the desired area (using your mouse). Experiment with the options of **Point to Point**, **Freehand**, and **Window**. Also, once the **Camera Tool** is activated, the options of where the captured image is to be placed appears in a small toolbar.



Important Information

The Photograph toolbox displays the following paste options:



To Current Flipchart Page

Pastes the image on the Flipchart page you currently have open. If you have multiple Flipcharts open, the image will be pasted to the Flipchart that was last active.



To New Flipchart Page

Pastes the image on a new page in the Flipchart you currently have open. If you have multiple Flipcharts open, the image will be pasted to the Flipchart that was last active.



To My Resource Library

Allows you to save the image in the section of the Resource Library called My Resource Library. You will be prompted for a filename and you can choose to save the image in your backgrounds or collections folder.



To Shared Resource Library

Allows you to save the image in your Shared Resource Library. You will be prompted for a filename and you can choose to save the image in your Shared backgrounds or collections folder.



To Clipboard

Puts the image in the Windows clipboard, which you can then paste into other Windows applications.



Help Button

Access help about the Photograph toolbox.



Close Button

Abandons the camera operation and returns the screen to normal view.

Section 14: Add Resources to the Shortcut Toolbar

Images taken with the **Camera Tool**, objects in the Resource Library, or any annotation you may have completed can be placed on the **Shortcut Toolbar** on the **Main Toolbar**. Placing items on the Shortcut Toolbar which you need easy access to assists in presentations as well as in developing Flipcharts.

To Place an Item on the Shortcut Toolbar:

1. The Item must first be on the Flipchart page.
2. Roll out the **Shortcut Toolbar** on the **Main Toolbar**.
3. Drag and drop the object you want onto the Shortcut Toolbar.
When you see the Hand icon in the Shortcut Toolbar, you may release the object.

To Remove the Item from the Shortcut Toolbar

1. Open the Toolstore
2. Drag the item from the Shortcut Toolbar to the Toolstore.

